

TWT Meeting Minutes
Naples, FL
March 7-9, 2006

Members: Logan Lee (Chair), Jim Glenn (BLM), Geoff Wilford (FIREScope), Jim Barnett (USFS), Don Johnson (Northeastern States), Craig Cook (BIA), Gordy Sachs (USFA), Kevin Conn (FWS), Mike Kopitzke (Western States), Ira Jolly (Southeastern States) Deb Epps (Advisor), Merrie Johnson (Advisor), Al King (NPS), Sue Curd (BLM)

Action Log Update

There is a draft charter out for review for the Refresher Training Committee. Charter needs to be finalized before the Chair can be identified.

Action Item: Provide Refresher Training Committee membership names to the TWT. (Conn)

Action Item: Provide draft charter to the TWT for review on April conference call. (Conn)

Liaison Report

Ira Jolly: Southern Area put on an S-420 course and had 5 teams participate.

Complex Incident Management Course (CIMC) will be put on in TX and NY this year. LA and MS State Foresters have lost significant staff because of hurricane impacts.

TX has lost 434 homes to date this season and Oklahoma is full into fire season. Dry in the Southwest. The Southern States Compact is open and they expect to have to go outside the Compact for assistance in mid-April if weather pattern continues. Weather projections indicate fire season until hurricane season in 06.

The States IQS meeting is scheduled in Phoenix next week.

Jim Glenn: Leadership Committee Update. The Leadership Committee met 2 weeks ago in San Diego and wants TWT approval to put the L-180/L-280 written materials online. They can still be ordered through the cache. This proposal, in essence, would be the first effort to distribute course materials electronically and TWT is concerned about our capacity to meet future expectations to provide such services, and the extent that it would be requested for other courses, once precedence has been set. Additional staff work is needed to understand the potential impacts of a new delivery method.

Action Item: Draft a white paper on the technical parameters required to post course materials on the web (Distance Learning). If we set this precedence, how many courses might be applicable? What capacity do we have? Look at feasibility of using L-180/L-280 as pilots. (Glenn)

The National Fallen Firefighters Foundation met with the Leadership Committee. The foundation has been chartered by Congress to reduce fatalities. This group discussed their interest in helping to fund leadership scholarships for state, volunteer, rural, urban and other firefighters.

Craig Cook: IQCS has a new function that will track qualifications retroactively based on date earned and requirements in place at the time.

Geoff Wilford: FIREScope just finished a lot of work with the PMS 310-1. Will be rewriting Field Ops Guide (shortly), in support of NIMS, that will be more user friendly.

Jim Barnett: GATRs have noticed less demand/requests for 300-400 level courses. They are still trying to determine the cause and believe that implementation of IFPM may have an influence.

Gordy Sachs: USFA - 14 type 3 teams, developed 8 state and 6 metropolitan teams. USFA is working closely with FS on ESF 4.

Don Johnson: Eastern Area - 6 IMTs went through S-420 this year in the Lakes States Compact. FEWT is working with a contractor on prevention training.

Al King: FAST - Deadline for comments on the Critical Incident Stress Management is March 15.

Issue Paper #78, Future of Wildland Fire Suppression Tactics Guide (HO 1)

The original intent of the Wildland Suppression Tactics Guide was for it to be a tactical reference for NWCG courses; the intent was never fully achieved. In 2002, seven NWCG courses referred to the Tactics Guide.

It is recommended that the Tactics Guide be deleted from PMS. NWCG partners should be referred to other publications available. It is further suggested that the geographic reference developed for S-520 be modified into a field guide for single resource bosses and other relevant position.

Decision: Issue Paper #78 Approved. Delete Wildland Fire Suppression Tactics Guide from PMS.

Action Item: PMS Submission, delete Wildland Fire Suppression Tactics Guide from PMS (Epps to Fisher)

FMCG Errata Sheet #17 (HO 2)

The errata sheet will be approved with minor corrections.

This errata introduces the concept of interchangeable training, based on collaborative efforts with USFA & EMI. We need to improve consistent communication on interchangeable training.

Action Item: Revise the course equivalency page in the FMCG. Include interchangeability vs equivalency of courses. (Epps/Wilford)

Action Item: Provide a definition of interchangeable training to Glossary Change Board for inclusion in the glossary. (Cook)

I Curriculum Status and Briefing Paper on Courses Being Recognized as Being the Same (HO 3, 4)

Need to address the concept of interchangeability of courses and the common goals pushed forward and upward with a list of courses that we see have that commonality.

Action Item: Draft a memo to GATRs and GACCs addressing the concept of interchangeability vs equivalency. (Lee)

Proposal for the Future Maintenance of the NWCG Curriculum (HO 5)

There is currently no decision process in place for who maintains which courses within the NWCG curriculum. As positions are approved to be placed in the PMS 310-1 by the IOSWT subsequent training falls back to the TWT to develop and/or maintain as appropriate. Propose the TWT establish written direction for who will maintain which courses within the curriculum and communicate this intent to the appropriate groups/teams. All courses will still need to be tracked, evaluated and certified in some way by the NWCG Training Units.

Action Item: Task group to draft a curriculum management protocol to include oversight, budget, and certification of the training curriculum. (Epps, MJohnson, Cook, Allen-Bricke).

Proposal for the Maintenance of S-341 Geographic Information System (GIS)

Decision: S-341 Course will be certified at the Level 3. The course will be maintained under the IRMWT.

Action Item: Draft Memo to the IRMWT re: Geospatial Task Group. (Cook)

S-290 CD ROM Proposal

Do we need an online version of S-290? Concerns with implementation were discussed. In the Implementation Plan S-290 is in the progression of courses that need to be made more available to the structural community. TWT believes that a continued partnership with Canada to convert the revised S-290 to a CD ROM format is appropriate based on the popularity and use of the previous CD version.

Decision: Approved. Move forward with the implementation of revised S-290 CD ROM.

Leadership S-420/S-520 Assessment and Vision Talking Points

S-520 is being re-written by the Steering Committee. Their approach results in impacts to S-420 objectives. A joint team developed a draft implementation plan to try to provide a collaborative approach to IMT development. It is believed that the courses can be better integrated, reducing redundancy and investment need. One potential approach would have an operations SME group responsible for the ops track, logistics SME group responsible for this functional area, etc.

The Leadership Committee would like a member involved with the draft implementation to help determine the intent of these courses and this project.

Decision: TWT will lead the Team, to include IOSWT and Leadership Committee representation, to review command and general staff training and develop a strategy to assure effective and efficient IMT development.

Action: Convene team to include reps from S-420, S-520, S-620, Leadership Committee, and IOSWT. (Wilford/Fisher)

Training Requirements and the NIMS Integration Center (also see Wed. notes) (HO 6)

The National Incident Management Integration Center (NIC) in association with the Department of Homeland Security (DHS) is establishing policies that appear to have potential impacts to the existing partners in NIIMS. NIC has published minimum training requirements for all emergency responders and instructor qualifications that are more stringent, or different than NWCGs. Federal and State wildland fire responders will have to take IS-700 and IS-800 to provide emergency response in the future. There are some apparent errors within these courses. The TWT is working on a new charter, new course development business practices and other projects that could be used to help support all-hazard training for Federal and State agencies.

Decision: We need to try to improve the position of NIIMS agencies with NIC.

Action Item: Identify the inaccuracies and fixes, in order to improve the IS-700 course. (Lee to Al Fluman, Acting NIC Director)

Action Item: TWT members will provide their agency implementation plan for compliance with NIC direction on IS-700 & 800 to Logan by the next conference call. (Team)

Action Item: Draft joint memo asking for higher level engagement with DHS. (Lee/Leaverton)

Alternative Methods to Maintain Instructor Qualifications (also, see Thurs. notes)

Tasking from NWCG to explore, evaluate, and make recommendations for the potential development of alternative means to maintain the quality of instruction and to keep

instructors qualified. The evaluation will include approaches utilized by other emergency responder communities. The TWT Report and recommendations will be submitted to NWCG at the January 2007 meeting.

TWT and IOSWT believe the current qualification standards, in general, are appropriate. An appropriate response to the issue is to try to improve the opportunities for private instructors to maintain their qualifications by improving their availability for assignment. Give them the vehicle to get out and get assignments.

Decision: Support contract modifications that will allow private contractors to serve as STL for multiple crew assignments.

Wednesday (Joint with IOSWT)

IOSWT Members: Kristy Plourde (Coast Guard) Mike Dudley (USFS), Ralph Alworth (FIREScope), Vince Mazzier (BLM), Paul Broyles (NPS), Jim Kelton (FWS), Andy Bellcourt (BIA), Deana Parrish (FS)

Guests: Mike Long (NWCG Rep.), Hank Graham (State of Florida), Chuck MacAlwain (BLM), Brian Rhodes (Cleveland NF), Michael Mobiles (Cleveland NF)

Introduction to the New TWT Vision (HO 7)

The new TWT vision was shared with the IOSWT. They felt it appropriate and provided some minor edits.

Conversion to a Competency Based System (HO 8)

The target completion date for the wildland fire specific competencies (45 positions) is August. The non-fire specific ICS position competencies being developed by the USFA/NFPA may not be finalized for several years due to NFPA review requirements. We will have the drafts to work with this Fall.

The difference between competencies and tasks was explained. Competencies are broad, i.e. “assume responsibilities over the duties of the position”, description follows the definition, then tiering down to the behaviors. Tasks are breakdowns of behavior and are built based on the competencies.

TWT requested more IOSWT involvement in the conversion process. IOSWT agreed and we will increase the joint meetings to facilitate the effort.

Decision: Will meet jointly in October in Emmitsburg with USFA and EMI staffs.

Action Item: Have contractor draft PTBs for single resource boss, strike team leader prior to May NWCG meeting. (Epps)

Action Item: Provide the specific information as to why we are going competency based; ie. to stay NIMS compliant. White paper shared on TWT April conference call. (Lee)

Training is developed from PTBs. The PTBs are not consistent, lots of duplication, lots of inconsistencies with format.

We need to develop a new process/format which will include core competencies. IOSWT recommends waiting until after meeting with NWCG in May to see what the decision is on including the competencies.

Decision: In the interim, current process to revise PTBs will remain unchanged.

Action Item: Get competency conversion on NWCG May agenda. (Lee)

Issue Paper #79, Combination of S-347 and S-348 (HO 9)

The current courses are designed to be taught in succession but are not required for either position. The SMEs do not want to combine the positions. Recommend combining the course material for S-347, Demobilization and S-348, Resources Unit Leader yet maintain the two positions.

Decision: Issue paper #79 approved

Issue Paper #80, Modification to RESL and DEMOB PTBs (HO 10)

The SMEs for S-348, Resources Unit Leader and S-347, DMOB found that the Resources Unit Leader (RESL) often has to perform Demobilization Unit Leader (DMOB) duties on an incident because there is rarely a DMOB on an incident. They also found that RESL and DMOB PTBs have 12 identical tasks.

Recommend combining task book for RESL and DMOB into one PTB yet maintain the two positions.

Decision: Issue paper #79 approved

PMS 316, Wildland & Prescribed Fire Qualifications System Modules (HO 11a,b)

These documents are outdated. A decision needs to be made to revise or delete from the PMS.

Decision: Delete immediately from PMS and from web; they contain erroneous information.

DHS Requirements to take IS-700 & IS-800 (also see Tues. notes)

No agency policy or direction has been passed down to the field level specific to taking the IS-700 and IS-800 training. Information received later contradicts this. DHS requires

that all emergency responders take IS-700 and IS-800 by the October 2007. They are available as online training. Some of the information in the courses is incorrect.

IS-700 is for Initial Responders, IS-800 is for Command and General Staff. We do not have equivalent courses.

Request NWCG direction on the scope of the NIMS requirements. TWT needs to make a recommendation to the parent group.

Building our own courses, add to IQCS, put in PMS 310-1?

Action Item: Take the IS-700 course issues to the NWCG May Meeting. (Lee)

Thursday AM Actions

Action Item: Draft Memo to NWCG with concerns regarding required training. (Lee)

Action Item: Have Steve Gage forward errors and concerns with the IS-700 course. Incorporate in memo. (Lee/Barnett)

Mike Long, NWCG

NWCG met three days last week and worked on their strategic plan. NWCG will have 3 vacancies. NWCG will focus on setting priority to focus on discovering what the Working Teams have been doing and what they will be focusing on for the future.

Defined what NWCG's role is/was. Did not include leadership in all-hazard response. Felt our teams would be utilized in all-hazard response but that our primary role is wildland fire.

NWCG is going to continue to set the guidelines for wildland fire; this is where our expertise lies not with all-hazard. Their mission is to establish, maintain and communicate consistent practices in wildfire, prescribed fire, fire use, and fire prevention.

NWCG goal is to provide better guidance, set priorities on where we are going and make sure we are all going in the same direction.

NWCG is trying to keep wildland fire training standards consistent so that anywhere you go in the US and fight wildland fire you will meet the qualifications. Providing for fireline safety and fire behavior.

Set wildland fire standards and qualifications...if you want to function in the wildland fire arena, here are the PMS 310-1 standards...

Some issues NWCG has identified and recognized as issues that need to be addressed:

- NWCG has not been holding people accountable for operating within the NWCG operating principles.
- Insufficient resources, time and money to operate as defined.
- Organizational resistance to change.
- Differences in mission and visions.
- Fact that WT and parent body members all have other jobs.
- Political and legal challenges of managing NWCG in today's world.

Concept of Interchangeability Training (HO 12)

An equivalent course is determined by agency identified evaluators to be equal to a NWCG approved course. Awarding course equivalency is an agency specific responsibility.

Courses that have been developed jointly with an interagency all-hazard subject matter expert group that contain the same learning objectives and content may be deemed "interchangeable" by the NWCG. Interchangeable courses do not require equivalency determination by each agency and may have multiple course codes/numbers. Interchangeable courses will be incorporated into IQCS/IQS and credit will be given for the NWCG course.

Decision: IOSWT concurred on TWT strategy and accepted the definition of interchangeable training for the glossary.

Status of IMT 3

Defined the minimum qualifications on a Type 3 incident. There are two types of type 3 organizations, an ad hoc type three organization and a fixed type 3 organization. At this level you can put any qualified person above the minimum qualified.

IOSWT will email the IMT 3 document to the TWT.

Unauthorized Use of the NWCG Logo (IOSWT Issue)

There are PTBs that have the NWCG logo attached to them when the product has not been approved by IOSWT. IOS will request that NWCG communicate the process of task book approval out to the working teams.

IMT Development Plan S-420 thru S-620 (HO 13)

TWT reviewed the issue from earlier in the meeting with IOSWT. There have been several review efforts completed in the last several years to assure effective IMT development. During these reviews it was identified that several NWCG courses have been either developed or maintained in a "vacuum". It is believed there is significant duplication that should be eliminated within these courses especially since they have high delivery costs. The TWT is working with NAFRI and other WTs to identify issues and implement long term solutions.

There is still confusion on the intent of S-420 and S-520. The feeling is they may primarily be an assessment. There may be some material appropriate for instruction in these courses but the primary purpose is to evaluate team integration and leadership skills. The question is often asked, “Why is there a test after PTB completion in a performance based system?” This question needs to be answered.

IMT Development Plan should not just be a simple fix for S-420/520/620. It is much larger and should be competency based, begin with entry level firefighters, and work through the system to develop tomorrow’s IMT leaders. The intent is to minimize the number of training days currently required to progress from a firefighter to a command and general staff position while ensuring quality.

Action: IOSWT will review the behavior and competencies from USFA for C&GS positions. The S-520 Steering Committee has a meeting the second week of April. They will take a look at the competencies of this position also. (IOSWT)

Action: Update the draft Incident Management Team Development (Implementation) Plan Talking Points document based on the discussions from this meeting. (?)

Simulation Train the Trainer Program

Management and storage of simulations, is a broad issue. There is continually a concern as to where these tools belong, who funds them, who keeps them. There have been requests for a national simulation course steering training group for simulations that exist and will exist in the future.

Action Item: Draft recommendation on how to deal with the broad issue of simulation management. (MJohnson)

Thursday

SME Open Season (HO 14)

Reviewed courses that are targeted to begin revision in the Fall 2006 and prioritized courses.

Instructor Qualifications

TWT had further discussion about the issue. National contractors providing crews and engines have indicated that they are unable to meet currency requirements for unit and lead instructors. There are also independent contractors who have been concerned about the currency requirement because they feel they have the expertise to teach courses and should not be required to meet the currency.

Policy within the PMS 310-1 and Field Manager’s Course Guide does not require adjunct instructors to maintain any position currency. In general, unit instructors teaching position related courses, such as crew boss, must be qualified and current in that position.

In general, lead instructors must be current in the next higher level position when instructing a position related course.

TWT and IOSWT agree that there is a substantive concern about contractors having qualified instructors to provide appropriate training. Contract resources include FFT1 through single resource boss. Therefore contractors must have some STL qualified individuals to provide instruction per the 310-1.

Recommendations:

- Maintain the instructor qualifications written in the current FMCG.
- The National contracts should be amended to allow for a limited number of strike team leaders, task force leaders or trainees to accompany multiple crews or engines to incidents in order to achieve position qualifications or maintain currency. This should allow a number of contractors to qualify as Lead Instructors.
- Issues requiring incorporation into the contracts...frame the issues that require some contractual modifications.

Independent instructors who do not maintain currency are a different issue and can instruct as adjunct instructors and be unit and lead instructors for NWCG courses that have no position currency requirement. This has somewhat limited their instructional opportunities. The opportunity to work with GACCs to achieve or maintain currency. Therefore we feel that no adjustments should be made to accommodate the desires of independent contractors.

Action Item: Prepare a joint memo to IBPWT asking them to convene a task group to address contract language. (Lee/Leaverton)

Action Item: Draft a white paper instructor qualification for the advancing wildland fire training implementation plan. (DJohnson)

Draft documents were reviewed and will be refined for:

- **Interchangeability (white paper and memo)**
- **Effects of NIC policies on NWCG Partner Agencies (HO Thurs)**

Educational Technologies. The interagency wildland fire community has no consistency in its use of technologies for education and training. This includes learning management and content management systems, tele- or web-conferencing, remote concurrent training, interagency access to agency-specific networks, and training management tools.

Decision: NAFRI will convene a work group to meet for a two day workshop (Date TBA) to develop a planned approach for the use of technologies for interagency wildland fire training and education. The goals, per a draft paper would be to: increase the understanding of the needs within the fire training community by the department leads; provide knowledge and understanding of current software available for use by the

fire community; develop plans to integrate technologies into the fire training program; and provide a road map for the future.

NIMO

Action Item: TWT/IOSWT memo to NWCG to request definition of what the relationship with the WTs should be with NIMO. (Lee/Leaverton)

NWCG Development Unit Revision Schedule Update

Decision: Replace M-410 with S-450 to facilitate revision of most C&GS courses at the same time. If conflicting demands come up revisions that may be postponed are S-355, Ground Support Unit Leader, S-356, Supply Unit Leader and S-359, Medical Unit leader.

FI-110

There is erroneous information in the course. Unit 0 discusses three levels of investigators; these don't exist TWT should recertify the new content.

- **Decision: TDU will update the course and it will be referred to Standards Unit for recertification.**

L-280, Followership to Leadership

Lead and unit instructors must be qualified as single resource boss, excluding non operational instructors. Many highly motivated leaders who are not single resources bosses cannot teach the course. Some of those instructors have backgrounds in leadership, human factors, decision making and simulations but are not able to teach because they do not hold a redcard qualification of a single resource boss. Most of these instructors have a fireline background and are active in logistics, planning, finance/administration, command, expanded dispatch and prescribed fire functions.

It is being requested that the minimum lead and unit instructor qualifications not be solely single resource boss qualified.

TWT understands the concern but believes that standards are an appropriate tool and that this standard is appropriate. The standard may preclude some motivated instructors but changing the standard might allow instructors who do not have the desired KSAs. Individuals who are interested in assisting may have an opportunity to serve as adjunct instructors.

Decision: Current L-280 instructor qualifications will remain valid.

Action Item: Memo to GATRs with a cc: to the Leadership Committee informing them of the decision that we will not be changing the instructor qualifications. (Barnett)

Course Prerequisite in the FMCG

There are contradictions of the course prerequisites and pre-course work in the FMCG.

Decision: There will be a review of the prerequisites and pre-course work in the FMCG and the FMCG will be updated this spring/summer.

Implementation/Crosswalk Status

NWCG has the approval of the Implementation Plan and Crosswalk on their agenda in May. NWCG does not want to change their current model of setting standards and having member agencies implement the standards appropriately. NWCG believes the Implementation Plan and Crosswalk will be implemented through NASF and the State Foresters.

Interagency Training Costs and Cross Billing

IBPWT has not addressed the impacts of financial accountability on interagency training centers.

Action Item: Send memo to NWCG requesting assistance resolving the interagency training costs and cross billing issue. (Lee)

TWT Website Roll-out

Discussed how to market the new TWT website. Verbiage needs to include information for course coordinators and instructors on the most current and updated wildland fire training.

Action Item: Develop verbiage to use for marketing the site. (Epps/Curd)

Action Item: Send Gordy verbiage for press release USFA. (Epps/Curd)

Action Item: Email the new TWT link and information out to the GATRs, TWT, TICs, Lessons Learned. (Curd)

May GATR Agenda Items

1. Discuss pros/cons of posting course materials on line (Glenn)
2. Discuss with GATRs interchangeability vs equivalency. (Epps)
3. Effects of the Development of an All-Hazard Qualifications System on NWCG Partner Agencies (HO-email) (Wilford/Barnett)

May TWT Agenda

1. Discuss train the trainer for simulations (whitepaper). (MJohnson)
2. Task Group, MJohnson, Epps, Allen-Bricke, Cook will provide the following: "Define Role of the TWT in relation to oversight budget and certification".
3. Making the Vision Real, further develop the document. (Team)
4. Effects of the Development of an All Hazard Qualifications System on NWCG Partner Agencies. (Wilford)

Future Conference Call(s)

April 6 (9a.m. MST)

Future Meetings

May 2-4, 2006, San Diego, CA (w/GATRs)

October 24-26, 2006, Emmitsburg, MD (w/IOSWT)

December 12-14, 2006, Memphis, TN

February 27-Mar 1, 2007

Handouts

1. Issue paper #78, Wildland Fire Suppression Tactics Guide
2. FMCG Errata Sheet #17
3. ICS Collaborative Course Revision/Development Effort (Briefing Paper)
4. Incident Command System Curriculum
5. Proposal for the Future Maintenance of the NWCG Curriculum
6. All Hazard Training Requirements
7. TWT Steering Our Future Talking Points
8. Competency & PTB Agenda Items
9. Issue Paper #79, Combination of S-347 and S-348 Courses
10. Issue Paper #80, Modification to RESL and DMOB PTBs
11. a.b.PMS-316, Wildland & Prescribed Fire Qualifications System Modules
12. NWCG Course Equivalency Guidelines
13. IMT Development Plan S-420 thru S-620
14. Proposed Course Revision Schedule FY 07

04/05/06